

<b>ORDER FOR SUPPLIES OR SERVICES</b>										PAGE 1 OF 4	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. <b>GS23F0131K</b>			2. DELIVERY ORDER/ CALL NO. <b>F33657-01-F-8033</b>			3. DATE OF ORDER/CALL (YYYYMMDD) <b>2001 SEP 10</b>		4. REQUISITION/PURCH REQUEST NO. <b>SEE SCHEDULE</b>		5. PRIORITY <b>DO-C9</b>	
6. ISSUED BY <b>ASC/CXCK</b> <b>USAF/AFMC</b> <b>HQ AERONAUTICAL SYSTEMS CENTER</b> <b>WRIGHT-PATTERSON AFB OH 45433-7233</b> <b>JENNIFER J. HERNDON (937) 255-7003 X4647</b>  <b>Jennifer.Herndon@wpafb.af.mil</b>				CODE <b>FA8622</b>		7. ADMINISTERED BY (If Other than 6) <b>DCM DAYTON</b> <b>AREA C BUILDING 30</b> <b>1725 VAN PATTON DRIVE</b> <b>WRIGHT-PATTERSON AFB OH 45433-5302</b>  <b>SCD: C PAS: (NONE)</b>				CODE <b>S3605A</b>	
8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER <small>(See Schedule if other)</small>											
9. CONTRACTOR <b>BTAS, INC.</b>  <b>NAME AND ADDRESS 3572 DAYTON-XENIA ROAD, SUITE 210</b> <b>BEAVERCREEK OH 45432</b> <b>(937) 431-9431 GREENE COUNTY</b>  <b>See DD254 for Cleared Address</b>			CODE <b>07GB6</b>			FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
12. DISCOUNT ITEMS <b>N</b>											
13. MAIL INVOICES TO ADDRESS IN BLOCK <b>SEE BLOCK 15 (PAYMENT OFFICE)</b>											
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY <b>DFAS-CO/NEW DOMINION DIVISION</b> <b>P O BOX 182041</b> <b>COLUMBUS OH 43218-2041</b>  <b>EFT:T</b>				CODE <b>SC1018</b>	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.											
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. <b>F33657-00-A-0024</b>							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on items specified herein. <b>ACCEPTANCE.</b> THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH. AND AGREES TO PERFORM THE SAME.							
NAME OF CONTRACTOR _____ SIGNATURE _____ TYPED NAME AND TITLE _____ DATE SIGNED (YYYYMMDD) _____											
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE <b>SEE SCHEDULE</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA  <b>SHIRLEY A. KAMINSKI</b> BY: _____ 2001 SEP 06 CONTRACTING/ORDERING OFFICER				25. TOTAL <b>\$52,775.60</b>			
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP NO.		28. D.O. VOUCHER NO.		29. DIFFERENCES			
DATE _____ SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____				32. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.  DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____				32. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER			
								35. BILL OF LADING			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

1. In accordance with GSA Contract GS-23F-0131K and Blanket Purchase Agreement F33657-00-A-0024, this task order is issued to provide administrative and management operations support in accordance with the Statement of Work (SOW) entitled "Statement of Work For Aging Aircraft Administrative Support" dated 9 August 01, as set forth in Contract Line Items (CLIN) below at a ceiling amount of \$52,775.60.

2. In accordance with Section I Clause 5352.245-9004 Base Support, Alternate 1 (Jul 1997), Base Support will be provided in ASC/AAC, 2145 Monahan Way, Wright-Patterson AFB OH, 45433-7017. Assigned personnel will be provided office space, office furniture, computers, telephones, and access to facsimile machines, copiers, and general office supplies.

3. The Period of Performance is 10 September 01 through 9 September 02.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
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**0001**

\$47,975.60

*Noun:* LABOR  
*ACRN:* AA  
*Security:* U  
*Contract type:* Y - TIME AND MATERIALS  
*Completion Date:* 09 SEP 2002  
*Descriptive Data:*

1. This CLIN is fully funded in the amount of \$47,975.60 which is estimated to cover performance through to completion 9 September 02.

2. Labor categories, hourly rates, and estimated hours negotiated are as follows:

**YEAR 1: 10 SEPT 01 - 30 SEPT 01**

LABOR CATEGORY	HOURLY RATES	EST HOURS
Admin. Support Lv. 3	\$23.17	120

**YEAR 2: 1 OCT 01 - 9 SEPT 02**

LABOR CATEGORY	HOURLY RATES	EST HOURS
Admin. Support Lv. 3	\$24.04	1880
<b>TOTAL HOURS (YEAR 1&amp;2)</b>		<b>2000</b>

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
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**0002**

NSP

*Noun:* DATA*ACRN:* AA*Security:* U*Contract type:* Y - TIME AND MATERIALS*Completion Date:* 09 SEP 2002*Descriptive Data:*

Data is to be delivered in accordance with the Contract Data Requirements List (CDRL) Exhibit A of the Blanket Purchase Agreement.

**0004**

\$4,800.00

*Noun:* TRAVEL*ACRN:* AA*Security:* U*Contract type:* S - COST*Completion Date:* 09 SEP 2002*Descriptive Data:*

1. The contractor shall provide travel required in the performance of CLIN 0001 above.

2. This CLIN is fully funded in the amount of \$4,800.00 which is estimated to fund this item through to completion 9 Sept 02.

ACRN	Appropriation/Lmt Subhead/Supplemental Accounting Data	Obligation Amount
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**AA**

\$52,775.60

57 13600 291 4720 672146 2JYD01 592IE 78026F 503000 F03000

*Funding breakdown:* On CLIN 0001: \$47,975.60

On CLIN 0002: \$0.00

On CLIN 0004: \$4,800.00

*PR/MIPR:* GSMA0017200017FINAL \$52,775.60*Descriptive data:*

The fund cite as it appears on the AFMC Form 36 reads as follows:

**5713600 291 4720 672146 2JYD01 592IE 78026F 503000 F03000**

**FSR: 051156 PSR: 717136 DSR: 184369**

**A&AS CODE: IE**

DOCUMENT	PGS	DATE	TITLE
ATTACHMENT 1	2	09 AUG 2001	STATEMENT OF WORK FOR AGING AIRCRAFT ADMINISTRATIVE SUPPORT
ATTACHMENT 2	4	08 AUG 2001	DD FORM 254 - CONTRACT SECURITY CLASSIFICATION

**STATEMENT OF WORK**  
**FOR**  
**AGING AIRCRAFT ADMINISTRATIVE SUPPORT**  
**9 AUGUST 2001**

**1.0 OBJECTIVE**

The objective of this procurement is to provide administrative support and management operations support for a variety of activities within the Aging Aircraft SPO.

**2.0 SCOPE**

The contractor shall provide a range of administrative management and management operations support required in the management and sustainment of activities within the Aging Aircraft SPO, with particular emphasis in the Cross-Cutting Investment and Integration Programs Division (ASC/AAC). The contractor shall interface with personnel internal and external to the SPO and support the operational needs of the Division Chief.

**3.0 LOCAL OFFICE**

Accomplishment of the tasks under this delivery order shall be at ASC/AAC, Building 28, Wright-Patterson Air Force Base (and other on-base sites as required, such as source selection). The contractor shall perform the tasks during regular working hours, Monday through Friday.

**4.0 REQUIREMENTS**

4.1 The contractor shall distribute mail, answer telephones, retrieve and send telephone messages, send e-mails, maintain files, retrieve filed documents, update office calendars, arrange conference rooms and conferences, and perform any other general office functions as required.

4.2 The contractor shall support the development of program documentation and correspondence by receiving inputs from various sources, editing in accordance with Air Force instructions and guidance, publishing, and distributing to intended recipients.

4.3 The contractor shall provide travel management support by initiating travel orders, making travel arrangements, providing travel itineraries, completing visit requests, and assisting team members in all matters related to official travel. General level of activity will be approximately ten trips per month.

4.4 The contractor shall prepare briefing charts using data provided by team members or personally researched, and assist in the presentation of briefings.

4.5 The contractor shall train and assist newcomers with program office procedures and operating information, and update all team members when procedures or operating information change.

4.6 The contractor shall prepare or provide expert guidance in the preparation of all pertinent forms needed to facilitate travel, perform evaluations, and request training. The contractor shall maintain a file of master copies of all forms necessary in running the program office.

4.7 The contractor shall develop, document and maintain various spreadsheets and databases to contain program data as necessary.

4.8 The contractor shall develop training materials and provide training to team members in the use of spreadsheets and databases developed above.

4.9 The contractor shall convert and combine data from various sources for digital filing in the various program documentation databases.

4.10 The contractor shall assist in developing and improving office management processes to provide more efficient and

timely support, identifying processes in need of improvement, and proposing enhancements to program office management when identified. Subsequently, the contractor shall develop and maintain a management support procedures manual.

4.11 The contractor shall summarize and report on major activities accomplished during the month (DI-MGT-80368/T).

## **5.0 GENERAL**

5.1 Security Classification. Access to classified information no higher than SECRET may be required for this delivery order.

5.2 Place of Primary Performance. The primary place of performance shall be within the government-furnished facilities located in Building 28, Area B, Wright-Patterson AFB.

5.3 Hours of Work. The contractor work hours shall be a standard defined schedule consistent with the standard work schedule of the Cross-Cutting Investment and Integration Programs Division (regular work hours, Monday through Friday).

5.4 Government Furnished Equipment. The Government shall provide the contractor with the facilities, office supplies, system hardware, system software, and communication (including telephones and electronic mail) resources necessary to accomplish the tasks defined in this Delivery Order.

## **6.0 COGNIZANT OFFICE**

The Functional Area Evaluator (FAE) is Mike Snyder, 255-7210, ext. 3621, ASC/AAC, 2145 Monahan Way (Bldg 28), WPAFB, OH. The delivery order will be delivered to the FAE and Mr. Michael Hucul at ASC/AAAA at (937) 255-7210 ext. 3907. The Functional Area Chief (FAC) for the contract under which this task is issued is Mr. Dan Christman, ASC/CDS, at (937) 255-1783 ext.4659.

## **7.0 TRAVEL**

Contractor personnel may travel to contractor facilities, other military bases, or designated areas within or outside the local area, as required.

See separate file on <http://eda.ogden.disa.mil>  
or <https://www.nafi.navy.mil> for Attachment 2